

FALL 2017 – SPRING 2018

Important Information – Nursing & Medical Imaging Students

Academic Calendar: Very Important Dates – Union County College’s website: www.ucc.edu, at the bottom of the home page. Always review the Academic Calendar to be aware of refund dates, closings and the last day to withdraw from courses.

Registration: To register online, you must first set up your student account. Go to www.ucc.edu and on the upper right side click Current Students. Scroll down to Helpful Hints for Students or Information and Tutorials for College Online Services.

Semester	Term Bill Due Date	Action	\$100.00 Late Payment/Re-registration Fee	Semester Start and End Dates	Registration Begin/Began	In-Person Registration Ends	Online Registration Ends
2017FA	Aug 9, 2017	Registration voided or Late payment Assessed	For all students who were registered prior to <u>Term Bill Due Date</u> , but did not pay by scheduled due date *	Sept 6, 2017 to Dec 22, 2017	Mar 21, 2017	Aug 31, 2017	Aug 31, 2017
2018WI	Nov 28, 2017	Registration voided or Late payment Assessed	For all students who were registered prior to <u>Term Bill Due Date</u> , but did not pay by scheduled due date *	Jan 2, 2018 to Jan 17, 2018	Oct 2, 2017	Dec 28, 2017	Jan 1, 2018
2018SP	Jan 3, 2018	Registration voided or Late payment Assessed	For all students who were registered prior to <u>Term Bill Due Date</u> , but did not pay by scheduled due date *	Jan 22, 2018 to May 15, 2018	Nov 6, 2017	Jan 18, 2018	Jan 21, 2018
2018S1	May 2, 2018	Registration voided or Late payment Assessed	For all students who were registered prior to <u>Term Bill Due Date</u> , but did not pay by scheduled due date *	(6 Weeks) May 29, 2018 to July 3, 2018 (10 Weeks) May 29, 2018 to Aug 2, 2018	Mar 5, 2018	May 25, 2018	May 28, 2018
2018S2	June 20, 2018	Registration voided or Late payment Assessed	For all students who were registered prior to <u>Term Bill Due Date</u> , but did not pay by scheduled due date *	July 10, 2018 to Aug 17, 2018	Mar 5, 2018	July 9, 2018	July 9, 2018

*New students registering after the Term Bill Due Date have one week to pay bill in full or \$100.00 late fee to be assessed.

*If accepted and/or registering within one week of 1st day of semester Term Bill must be satisfied in full before 1st day of semester.

*After Term Bill Due Date, all classes to be filled are on first come first served basis.

Required Deadlines for FALL 2017 Entrance - Class/Clinical

Item	Fall Semester Due Dates	Action
Orientation <ul style="list-style-type: none"> All New Students entering NURM119, all new Clinical Students entering NURM 120, NURM121, NURM122, CLPR901 and Resident Students 	LPN to RN (NURM120) Apr 20, 2017 Nursing Aug 29, 2017 Radiography Aug 22, 2017	<p style="text-align: center;"><u>MANDATORY</u> No registration required</p> Time: 4:00pm – 6:00pm – RM# TBD Time: TBD Time: 9:00am to 1pm – RM# 104
Malpractice Insurance [Nursing] [Radiography] 2Million Per incident/4Million Per Aggregate <ul style="list-style-type: none"> New Clinical Students must submit proof to Kate Fredericks, RN 	Nursing Sept 6, 2017 Radiography Sept 18, 2017	You cannot attend Class/Clinical, If not submitted by Sept 18, 2017 If not submitted by Sept 25, 2017
BLS (Basic Life Support) Current Certification – Healthcare Provider Adult/Child <ul style="list-style-type: none"> New Clinical Students must submit proof to Kate Fredericks, RN 	Nursing Sept 6, 2017 Radiography Sept 18, 2017	You cannot attend Class/Clinical, If not submitted by Sept 18, 2017 If not submitted by Sept 25, 2017
Criminal Background Check <ul style="list-style-type: none"> All Students - MANDATORY For instructions on the Student Background Report, please visit the schools' website www.jfkmuhlenbergschools.org 	Nursing Aug 1, 2017 Radiography Aug 22, 2017	You cannot attend Class/Clinical, If not submitted by Aug 16, 2017 If not submitted by Aug 22, 2017
Criminal Background Check <ul style="list-style-type: none"> Resident Students - MANDATORY For instructions on the Student Background Report, please visit the schools' website www.jfkmuhlenbergschools.org 	Aug 16, 2017	Will not be permitted to reside in the residence
Health Insurance <ul style="list-style-type: none"> All Students must show Proof of Current Health Insurance to Kate Fredericks, RN 	Nursing Sept 6, 2017 Radiography Sept 6, 2017	You cannot attend Class/Clinical, If not submitted by Sept 11, 2017 If not submitted by Sept 6, 2017
E-Learning <ul style="list-style-type: none"> Students entering a clinical course, including transfer students, will be assigned a password at orientation 	Nursing Aug 29, 2017 Radiography Sept 22, 2017	You cannot attend Class/Clinical, If not submitted by Sept 11, 2017 If not submitted by Sept 22, 2017
Current Students <ul style="list-style-type: none"> BLS, Malpractice Insurance and Health Insurance – Kate Fredericks, RN, will send you an email if you have outdated materials 	Nursing Sept 6, 2017 Sonography Aug 22, 2017 Radiography Aug 22, 2017	You cannot attend Class/Clinical, If not submitted by Sept 11, 2017 If not submitted by Aug 28, 2017 If not submitted by Aug 28, 2017

Required Deadlines for **SPRING 2018** Entrance - Class/Clinical

Item	Spring Semester Due Dates	Action
Orientation <ul style="list-style-type: none"> All New Students entering NURM119, all new Clinical Students entering NURM121, NURM122, NURM141, CLPS901 and Resident Students 	Nursing TBD Sonography Apr 18, 2018	<p style="text-align: center;"><u>MANDATORY</u> No registration required</p> Time: TBD Time: 12:00pm to 2pm – RM# 206
Malpractice Insurance [Nursing] [Radiography] 2Million Per incident/4Million Per Aggregate <ul style="list-style-type: none"> New Clinical Students must submit proof to Kate Fredericks, RN 	Nursing Jan 22, 2018 Sonography May 25, 2018	You cannot attend Class/Clinical, If not submitted by Jan 29,2018 If not submitted by June 5, 2018
BLS (Basic Life Support) Current Certification – Healthcare Provider Adult/Child <ul style="list-style-type: none"> New Clinical Students must submit proof to Kate Fredericks, RN 	Nursing Jan 22, 2018 Sonography May 25, 2018	You cannot attend Class/Clinical, If not submitted by Jan 29, 2018 If not submitted by June 5, 2018
Criminal Background Check <ul style="list-style-type: none"> All Students - Mandatory For instructions on the Student Background Report, please visit the schools' website www.jfkmuhlenbergschools.org 	Nursing TBD Sonography Apr 18, 2018	You cannot attend Class/Clinical, If not submitted by TBD If not submitted by Apr 18, 2018
Criminal Background Check <ul style="list-style-type: none"> Resident Students - Mandatory For instructions on the Student Background Report, please visit the schools' website www.jfkmuhlenbergschools.org 	TBD	Will not be permitted to reside in the residence
Health Insurance <ul style="list-style-type: none"> All Students must show Proof of Current Health Insurance to Kate Fredericks, RN 	Nursing Jan 22, 2018 Sonography May 25, 2018	You cannot attend Class/Clinical, If not submitted by Jan 29, 2018 If not submitted by June 5, 2018
E-Learning <ul style="list-style-type: none"> Students entering a clinical course, including transfer students, will be assigned a password at orientation 	Nursing TBD Sonography May 4, 2018	You cannot attend Class/Clinical, If not submitted by TBD If not submitted by May 4, 2018
Current Students <ul style="list-style-type: none"> BLS, Malpractice Insurance and Health Insurance – Kate Fredericks, RN, will send you an email if you have outdated materials 	Nursing Jan 22, 2018 Sonography Jan 9, 2018 Radiography Jan 9, 2018	You cannot attend Class/Clinical, If not submitted by Jan 29, 2018 If not submitted by Jan 15, 2018 If not submitted by Jan 15, 2018

Change of Name, Permanent Address or email

You must submit proof of change to the School's Billing office by email to asharma@jfkhealth.org or by fax: 908-226-4640.

For change of address, name and email forms visit the school's website <http://jfkmuhlenbergschools.org>.

- Name change - A copy of two documents are required. (Social Security card, Driver's License, Passport, Marriage Certificate, Official Court Papers)
- Address change – A copy of your Driver's License, and a current utility bill are required.

Run Your Program Evaluation through Webservices – www.ucc.edu

- Your transfer credit can be viewed through your Program Evaluation or your Student Transcript in webservices. Refer to the Union County College catalog for the list of Humanities courses.
- You may transfer in up to 32 credits if you do not have a Bachelor's degree. You may transfer in up to 40 credits if you do have a Bachelor's degree. If you are over the credit limit you must make a decision about which course(s) you will retake at Union County College.
- Prior courses taken at Union County College are not considered transfer credit.

Academic advising

- Call the Director of Registration and Enrollment at 908-668-2410 to set up an appointment.
- Students can access Union County College E-Advising through the Owl's Nest.

Students who register:

- When you register for classes you are agreeing to purchase a seat in each class you select, and you are responsible for payment of the tuition and fee charges. Should you choose not to begin the classes for which you have registered, you, the student, must officially drop those classes the day before the first day of the 2017FA semester. Always refer to the published Academic Calendar, www.ucc.edu, for deadlines to avoid charges.
- Outstanding financial obligations must be paid in full. If you currently have an outstanding balance, you are placed on hold and will be unable to register. Payment can be made online through our website www.jfkmuhlenbergschools.org, or by money order or certified check. **Please note: The school does not accept American Express or personal checks.**
- For any Union County College obligation, (parking permit, library fines or parking tickets), you must pay UCC directly.

All Clinical Students

- Clinical students must have current health insurance, current malpractice insurance, criminal background check and health clearance. Visit the schools' website at www.jfkmuhlenbergschools.org and print out the Clinical Checklist.

Nursing Students

- If students, currently in a clinical course, are not registered and/or have not paid the term bill for their next clinical nursing course, they will not be guaranteed a seat in their next nursing course.
- Granted Petition – granted petition means you have been coded in the Union County College computer system to register for the next nursing course. If you have not been coded for a course, you will see an error message – that you have not been granted petition.
- **Students taking NURM121 and NURM122** must sign-up for Skills Practice Lab by emailing Christine Albro at calbro@jfkhealth.org. Skills Practice Lab is mandatory practice in the Nursing Simulation Lab.

Chargeback Assistance

- Students, who reside in New Jersey but outside of Union County, may be eligible for the lower in-county tuition rate if they qualify for a chargeback. Contact your county college for information on their chargeback policies and deadline date.
- Students will be charged in-county tuition if forms are submitted and approved before the semester bill due date. If students pay out-of-county tuition and subsequently file properly executed Chargeback forms that have been approved, the tuition charged will be reduced to the in-county rate and, if applicable, a refund will be issued.

Payment of your Term Bill

- View your bill through www.webcollege.net/muhlenbergCportal. Contact Aarti Sharma at 908-668-2404 or by email asharma@jfkhealth.org
- Payment for the semester is due by the online deadline. Payment can be made online through our website www.jfkmuhlenbergschools.org or by money order or certified check. **Please note: The school does not accept American Express, cash or personal checks.**
- There will be a \$100.00 late payment /re-registration fee added to term bills not paid by the Term Bill due date.
- When you register for any course – **If you decide to drop any course, you must do so online through webservices or in person at JFK Muhlenberg Snyder Schools.** The School will not process any course withdrawals via fax or email. If you do not drop the course, you are still required to pay for the course.